



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

Vacancy Notice
For Short-term (2-3 months) Positions
Open to External Candidates

IOM, acting as implementing partner for the European Commission, is seeking to recruit a number of local staff for support functions assigned to the European Union Election Observation Mission (EU EOM) in Sri Lanka. All positions are short term assignments (2 to 3 months) based in Colombo (or in the regions of Sri Lanka) and offer successful applicants the opportunity to gain valuable experience of working for an International Organization.

All candidates, should be non-partisan and willing and flexible to work in an environment with an intensive workload, have excellent command of English, good analytical and drafting skills and be familiar with MS Windows, Excel and Outlook. Candidates must be willing to work flexible hours and be able to perform under tight deadlines. Female candidates are encouraged to apply.

VNE-18 Receptionist / Secretary (1 Position)

Under the overall supervision of the Project Manager, the **Receptionist / Secretary** will maintain and implement protocol procedures. She/he prepares high-quality briefing materials for supervisors' appointments, meetings, and missions. The ability to prepare informal translations and manage core team missions and representation schedules is requested. The candidate must be able to draft correspondence and directives and follow them when required. As a Receptionist, she/he will screen all incoming calls and correspondence, present proposals to eliminate communication bottlenecks in the office and streamline office procedures between the core team office and the subordinate units. She/he will maintain and update rosters of high-level partners and telephone lists, coordinate the information flow in the office, and follow on circulation files. She/he will perform other duties as assigned. Desirable qualifications include a degree in Business Management or a related field and relevant professional experience of at least 2 years (preferably with International Organizations or NGOs). Excellent English communication skills are essential. Fluency in any other local language would be an asset.

Applications should be submitted by email to recruitment@eueomsrilanka2024.eu as soon as possible and, at the latest, by **18 August 2024, clearly stating the position VNE number in the subject line.**

Each application should include a CV and a short cover letter **in English only**, plus **full contact details**. Only short-listed candidates will be contacted. Immediate availability to start working is required.